



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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AUDITOR-CONTROLLER

WENDY L. WATANABE
CHIEF DEPUTY

November 8, 2007

TO: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley *tn*
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – ORANGE
COUNTY CHILDREN’S FOUNDATION, INCORPORATED – CARSON,
EMANCIPATION INSTITUTE AND PLACENTIA GROUP HOMES**

We have completed a review of Carson, Emancipation Institute and Placentia Group Homes (Group Home or Agency) operated by Orange County Children’s Foundation, Incorporated. Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Carson, Emancipation Institute and Placentia Group Homes are each six-bed facilities, which provide care for boys ages 11-17 years who exhibit behavioral, social and emotional difficulties. At the time of the monitoring visit, Carson Group Home was providing services for five DCFS children. Emancipation Institute Group Home was providing services for six DCFS children. Placentia Group Home was providing services for three DCFS children.

Carson Group Home is located in the Second District. Emancipation Institute Group Home is located in the Fourth District. Placentia Group Home is located in Orange County.

“To Enrich Lives Through Effective and Caring Service”

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement. The Agency needs to address a few deficient areas.

All three Group Homes need to develop comprehensive Needs and Services Plans and include all members of the treatment team in the development and implementation of the Needs and Services Plans.

Carson Group Home needs to encourage and assist children in creating and maintaining life books/photo albums.

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Don Chadwick at (626) 293-1102.

JTM:DC:CC:jdh

Attachments

c: William T Fujioka, Chief Executive Officer
Patricia S. Ploehn, Director, DCFS
Susan Kerr, Chief Deputy Director, DCFS
Robert B. Taylor, Chief Probation Officer
Pamela Cutchlow, Executive Director, Orange County Children's Foundation, Inc.
Public Information Office
Audit Committee

**Orange County Children's Foundation
Carson Group Home
Carson, California 90745
License Number: 198200917
Rate Classification Level: 11**

I. Facility and Environment

Method of assessment – Observation

Comments:

Carson Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendation

There are no recommendations for this section.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current. However, input from all members of the treatment team is not included in the development or implementation of the NSPs. The NSPs are not comprehensive.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendations**1. Orange County Children's Foundation management:**

- a. Include input from all members of the treatment team in the development and implementation of the Needs and Services Plans.
- b. Develop comprehensive Needs and Services Plans that are specific and measurable.

III. Educational and Emancipation Services**Method of assessment – Review of relevant documents and interviews**

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

There are no recommendations for this section.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff

supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendation

- 2. Orange County Children's Foundation management encourage and assist children in creating and maintaining photo albums/life books.**

**Orange County Children's Foundation
Emancipation Institute Group Home
Torrance, California 90501
License Number: 198203350
Rate Classification Level: 11**

I. Facility and Environment

Method of assessment – Observation

Comments:

Emancipation Institute Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendation

There are no recommendations for this section.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current. However, input from all members of the treatment team is not included in the development or implementation of the NSPs. The NSPs are not comprehensive.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendations

1. **Orange County Children's Foundation management:**
 - a. **Include input from all members of the treatment team in the development and implementation of the Needs and Services Plans.**
 - b. **Develop comprehensive Needs and Services Plans that are specific and measurable.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities**Method of assessment – Review of relevant documents and interviews****Sample size: Two****Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication**Method of assessment – Review of relevant documents****Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

There are no recommendations for this section.

VI. Personal Rights**Method of assessment – Interviews with children****Sample size: Two****Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff

supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

There are no recommendations for this section.

**Orange County Children's Foundation
Placentia Group Home
Placentia, California 92870
License Number: 306000534
Rate Classification Level: 11**

I. Facility and Environment

Method of assessment – Observation

Comments:

Placentia Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendation

There are no recommendations for this section.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current. However, input from all members of the treatment team is not included in the development or implementation of the NSPs. The NSPs are not comprehensive.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendations**1. Orange County Children's Foundation management:**

- a. Include input from all members of the treatment team in the development and implementation of the Needs and Services Plans.
- b. Develop comprehensive Needs and Services Plans that are specific and measurable.

III. Educational and Emancipation Services**Method of assessment – Review of relevant documents and interviews**

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

According to the Agency's management, there are currently no children taking psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

Recommendation

There are no recommendations for this section.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

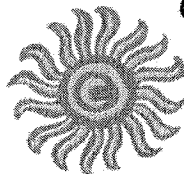
The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

There are no recommendations for this section.



"A Ray of Hope"

Orange County Children's Foundation, Inc.

An Accredited C.A.C.F. Residential Treatment Facility

Carson • Fullerton • Placentia • Torrance

October 16, 2007

Ms. Candace Rhue, Group Home Audit Supervisor
Department of Auditor-Controller – Kenneth Hahn Hall of Administration
500 W. Temple St., Room 515-A
Los Angeles, CA. 90012

Subject: Corrective Action Plan
Facility: Orange County Children's Foundation
Address: 1808 Stanley Ave. Placentia, CA. 92870

Dear Ms. Rhue:

As a result of the departments findings dated Aug. 15th, 2007, Orange County Children's Fd.'s corrective action plan (CAP) is as follows:

RECOMMENDATION #1:

1. Orange County Children's Fd. Management will:
 - a. Include input from all members of the treatment team in the development and implementation of the Needs & Service Plans.
 - b. Develop comprehensive Needs & Service Plans that are specific and measurable.

CORRECTIVE ACTION:

- a. Administrator Irene Yohn will be responsible for ensuring that all members of the treatment team are involved in the development and implementation of all residents Needs & Service Plans.
- b. Administrator Irene Yohn will be responsible for ensuring that all Needs & Service Plans are specific, comprehensive & measurable.
- c. Administrator Irene Yohn will be responsible for monitoring the CAP to ensure it is being implemented and is working as intended.

STATUS OF CAP:

Currently functioning and being implemented.

MAIN OFFICE: 1572 NO. CONCORD AVENUE • FULLERTON, CA 92831 • TEL: (714) 525-7113 • FAX: (714) 525-0913

1808 STANLEY AVENUE • PLACENTIA, CA 92870 • TEL: (714) 986-9451 • FAX: (714) 961-7451

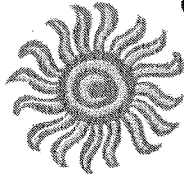
Should you have questions or require additional information, I can be reached at
(714) 213-1429.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Rachel Suit", written in dark ink.

Rachel Suit
Administrator

Cc: Pamela Cutchlow, Executive Director
Irene Yohn, Administrator



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October 16, 2007

Ms. Candace Rhue, Group Home Audit Supervisor
Department of Auditor-Controller – Kenneth Hahn Hall of Administration
500 W. Temple St., Room 515-A
Los Angeles, CA. 90012

Subject: Corrective Action Plan
Facility: Emancipation Institute
Address: 1600 W. 220th St. Torrance, CA. 90501

Dear Ms. Rhue:

As a result of the departments findings dated Aug. 15th, 2007, Emancipation Institute's corrective action plan (CAP) is as follows:

RECOMMENDATION #1:

1. Orange County Children's Fd. Management will:
 - a. Include input from all members of the treatment team in the development and implementation of the Needs & Service Plans.
 - b. Develop comprehensive Needs & Service Plans that are specific and measurable.

CORRECTIVE ACTION:

- a. *Administrator Rachel Suit will be responsible for ensuring that all members of the treatment team are involved in the development and implementation of all residents Needs & Service Plans.*
- b. *Administrator Rachel Suit will be responsible for ensuring that all Needs & Service Plans are specific, comprehensive & measurable.*
- c. *Administrator Rachel Suit will be responsible for monitoring the CAP to ensure it is being implemented and is working as intended.*

STATUS OF CAP:

Currently functioning and being implemented.

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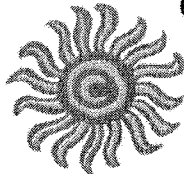
Should you have questions or require additional information, I can be reached at
(714) 213-1429.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Rachel Suit", written over a horizontal line.

Rachel Suit
Administrator

Cc: Pamela Cutchlow, Executive Director



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October 16, 2007

Ms. Candace Rhue, Group Home Audit Supervisor
Department of Auditor-Controller – Kenneth Hahn Hall of Administration
500 W. Temple St., Room 515-A
Los Angeles, CA. 90012

Subject: Corrective Action Plan
Facility: Harbor City Children's Fd.
Address: 24507 Marbella Ave. Carson, CA. 90745

Dear Ms. Rhue:

As a result of the departments findings dated Aug. 15th, 2007, Harbor City Children's Foundation corrective action plan is as follows:

RECOMMENDATION #1:

1. Orange County Children's Fd. Management will:
 - a. Include input from all members of the treatment team in the development and implementation of the Needs & Service Plans.
 - b. Develop comprehensive Needs & Service Plans that are specific and measurable.

CORRECTIVE ACTION:

- a. *Administrator Rachel Suit will be responsible for ensuring that all members of the treatment team are involved in the development and implementation of all residents Needs & Service Plans.*
- b. *Administrator Rachel Suit will be responsible for ensuring that all Needs & Service Plans are specific, comprehensive & measurable.*
- c. *Administrator Rachel Suit will be responsible for monitoring the CAP to ensure it is being implemented and is working as intended.*

STATUS OF CAP:

Currently functioning and being implemented.

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RECOMMENDATION #2

2. Orange County Children's Foundation management encourage and assist children in creating and maintaining photo albums or life books.

CORRECTIVE ACTION

- a. Administrator Rachel Suit will ensure all residents are issued life books upon placement.
- b. Facility Manager Laurney Andrews will organize a "Scrapbooking Day" on the 1st Thursday of every month where residents will be encouraged to personalize and update their life books with staff assistance.
- c. Administrator Rachel Suit will be responsible for monitoring the CAP to ensure it is being implemented and is working as intended.

STATUS OF CAP:

Corrective action will begin on November 1st, 2007.

Should you have questions or require additional information, I can be reached at (714) 213-1429.

Respectfully Submitted,



Rachel Suit
Administrator

Cc: Pamela Cutchlow, Executive Director